



## **Indian Prairie School District 204**

### **Threat Assessment Procedure**

This procedure creates Indian Prairie School District 204's Threat Assessment Team(s) (TAT) and serves as guidance for the Threat Assessment Team(s) in its work to prevent targeted school violence. The procedure outlines the responsibilities of the Threat Assessment Team(s) with regard to:

- Management of school-wide trainings and programs to prevent school violence;
- Conducting regular meetings of District and School Level TAT(s) for purposes including:
  - Assessing potential improvements to school safety procedures;
  - Reviewing processes for gathering information on threats or potential threats (including, but not limited to, the use of direct threat referral procedures, anonymous tip lines, crisis intervention, and student or staff misconduct referrals related to a pattern of threatening behavior);
  - Monitoring effectiveness of support services identified for students/staff;
  - Training of threat assessment team members;
  - Review of school policies that impact school safety;
  - Development, review, and/or promotion of programs, including school-wide prevention programs, to promote a safe school climate; and
  - Identifying additional resources in and outside the school community that may assist with interventions implemented to mitigate the risk of targeted violence;

Engaging in the Threat Assessment Protocol (TAP) when an individual threat is identified by or brought to the TAT. Threats to be considered may concern:

- Students, current and former;
- Employees, current, former, and prospective;
- Parents/guardians or other family members;
- Persons who are or have been in relationships with students, employees, or parents/guardians;
- Contractors, vendors, and/or other outside service providers;
- Volunteers or visitors to the schools; or
- Any person who makes a threat or engages in threatening behavior in the school community.

### **Threat Assessment Protocol**

The District has adopted the Virginia Student Threat Assessment Guidelines as described in the Comprehensive School Threat Assessment Guidelines: Intervention and Support to Prevent Violence by Dewey Cornell (author). The full protocol is available at [Threat Assessment Forms](#) or a similar template can be found at <https://www.schoolta.com/s/Forms-for-Comprehensive-School-Threat-Assessment-Guidelines-7-27-19.docx>.

### **Threat Assessment Teams**

By no later than February 22, 2020, the District shall establish both District and School-Level Threat Assessment Teams. All members who serve on a District-level or School-level TAT will receive training within 90 days of being appointed to the Team, including training on the threat assessment protocol and their respective roles on the team. Training will be conducted by a threat assessment expert and updated annually.

### **District Threat Assessment Team**

The District Threat Assessment Team (DTAT) meets monthly and as needed to consider individual threats or other indicators of risk of targeted violence. The team consists of the following individuals:

- Superintendent or designee;
- Assistant Superintendent of Student Services;
- Assistant Superintendent of Human Resources;
- Assistant Superintendents for each grade level;
- Executive Director of Communication Services;
- Safety, Security and Emergency Preparedness Coordinator;
- A school psychologist;
- A school social worker;
- A school counselor; and
- a teacher representative;

The Superintendent or designated District administrator will serve as the leader of the DTAT (“DTAT Leader”), and will be responsible for convening meetings, including monthly and Triage meetings as set forth below, and facilitating interventions and services determined necessary by the DTAT. For each member of the team, an alternate member in a similar job/role may be

assigned. Alternate members will be trained and participate in monthly meetings to the greatest extent possible.

### School Threat Assessment Team

The School Threat Assessment Team (STAT) meets monthly and as needed to consider individual threats or other indicators of risk of targeted violence in its school building. Monthly meetings of the STAT may be held jointly with the DTAT. The team consists of the following individuals:

- A Principal or Assistant Principal;
- A Dean or other similar building administrator;
- A School Social Worker;
- A School Psychologist;
- A School Counselor;
- A school resource officer or other law enforcement officer working under a written intergovernmental agreement to serve as a member of the DTAT/STAT; and
- A Teacher.

The Principal or Assistant Principal will serve as the leader of the STAT (“STAT Leader”), and will be responsible for convening meetings, including monthly and Triage meetings as set forth below, and facilitating interventions and services determined necessary by the STAT. When a school is not staffed with a school counselor, school social worker, or school psychologist but such an individual is employed by the school district or special education cooperative serving the school district, such individuals shall serve on the STAT. For each member of the team, an alternate member, in a similar job/role, will be assigned. Alternate members will be trained and will participate in monthly meetings to the greatest extent possible.

The School District Attorney shall be available to consult with both the DTAT and STAT to advise on all aspects of the threat assessment process, including but not limited to the confidentiality of information discussed and reviewed by the DTAT/STAT, interventions that involve student or employee discipline, emergency disclosure of confidential communications, consents to exchange confidential information, application of related Board policies and procedures, and assessment of risk/liability concerns.

## **Threat Assessment Team Meetings**

### **DTAT/STAT Monthly Meetings**

The DTAT and STAT will meet on a monthly basis, regardless of whether an imminent threat or other indicator of a risk of targeted violence is presented. Such meetings may be held jointly per the direction of the DTAT/STAT Leader. Monthly meetings shall address the following topics:

- The review, at least once annually, of District and building level emergency and crisis response plans.
- Training, at least once annually, of students, teachers and staff, and parents/guardians on the systems in place within the District to report and respond to threats.
- Review and assessment/modification of District systems to report and respond to threats.
- Review, at least once annually, of policies and programs that promote a safe school climate.
- The identification and review of all available interventions to address threats made from a variety of sources, including student and employee support services, family or community engagement programs, conflict resolution programs, student discipline and restorative justice processes, employee discipline processes, risk assessment evaluations, and referrals for mental health and other community-based services.
- Identification of resources and training opportunities for School-level Threat Assessment Teams.
- Communication and collaboration with law enforcement partners in the District community with regard to this procedure and other programs implemented to reduce the risk of targeted violence in the school.
- Analysis of information gathered through Triage meetings to respond to individual threats or other indicators of risk of targeted violence.
- Maintenance of records created by the DTAT and STAT, to facilitate consistent monitoring of threats and to provide access to information on past threats and interventions to relevant District staff members on an as-needed basis.
- Development of safety intervention plans to address and monitor individual threats identified by DTAT/STAT and identify resources that will be utilized to mitigate risk.
- Monitoring and reporting on safety intervention plans currently in place.

### **Triage Meetings**

Triage meetings of the DTAT/STAT will be held on an as-needed basis to respond to individual threats or other indicators of risk of targeted violence. Triage meetings may be conducted by a Triage TAT rather than the full TAT in order to respond to threats and other indicators of risk of targeted school violence when they occur. A Triage TAT may consist of any two members of the



DTAT or STAT. The Triage TAT may meet in person or by any other means that facilitates direct communication.

Upon the receipt of a report of an individual threat or other indicator of risk of targeted violence, the DTAT Leader, or STAT Leader in consultation with the DTAT Leader, shall convene a Triage TAT of the appropriate individuals as identified by the DTAT or STAT leader. Additionally, verbal notification of the threat will be provided promptly to the appropriate Assistant Superintendent followed by the completion of written communication as outlined in the Threat Assessment Procedure. While individual circumstances will dictate when it is most appropriate for either the DTAT or STAT members to compose a Triage TAT, the following will typically apply:

- A Triage TAT consisting of STAT members will typically be convened to respond to threats made by a student or parent, or to respond to indicators of risk of targeted violence in their school building;
- A Triage TAT consisting of DTAT members will typically be convened to respond to threats made by an employee or third party, when affecting the District central office or District community as a whole, or when appropriate as determined by the DTAT Leader.

The Triage TAT will implement the Threat Assessment Protocol (TAP) adopted by the School District. Once the level of the threat is determined, the Triage TAT, working with the DTAT or STAT, will develop, implement, and monitor an individualized safety intervention plan to address and reduce the threat.

### **Threat Response/Intervention**

#### **Safety Intervention Plans**

Safety intervention plans will be created when a threat is determined by the DTAT/STAT to be substantive. Any such plan must be developed in coordination with a student's IEP or 504 team, when applicable.

A safety intervention plan for the individual who engaged in the threatening communication and/or behavior will include:

- Name of individual making the threat or engaging in threatening behavior;
- Date of threat;
- Nature of the threatening behavior being addressed;
- Date of safety plan creation/implementation;
- Emergency contact information for individual, if known;
- Notification to parents/guardians of threat (for students);
- A record of support services provided to individual to date, if any, and an assessment of the student's or progress from such services;
- A record of relevant disciplinary actions taken, e.g., suspension, expulsion, employee discipline, or termination, if any;

- Re-entry plan if there is a period of removal;
- Plan to minimize contact with threatened target/potential victim, when applicable;
- Whether there has been referral for risk assessment by a mental health professional or the reason such referral has been deemed unnecessary;
- Whether there has been referral to law enforcement;
- Status of or report on risk assessment by mental health professional, as applicable;
- For students, special education or 504 eligibility; if not currently eligible, indicate whether a referral for a case study evaluation has been initiated or should be considered;
- For employees, reference to any applicable processes underway related to a fitness for duty exam or ADA accommodation requests, as applicable;
- Name of TAT member who will serve as the case manager/monitor of the plan;
- Descriptions of interventions prescribed/implemented;
- Names of additional staff members who will provide supervision, counseling, or other supports;
- Listing of school and community-based resources used to provide interventions;
- Schedule for periodic review of the effectiveness of the plan; and
- Whether the threat has been resolved through counseling, treatment, or other intervention.

Safety intervention plans will also be developed for targets or potential victims of a threat. Plans for targets/potential victims will include:

- Name of target/potential victim;
- Date of threat;
- Date of safety plan creation/implementation;
- Designated point of contact/support person;
- Description of actions taken by contact/support person;
- Communications with parents/guardians;
- Whether the target was offered supportive counseling or other services. If yes, description of same;
- Whether target/victim was advised of their right to contact police; and
- Whether the threat has been resolved.

Safety intervention plans will be monitored and revised by the DTAT/STAT on a monthly basis, until the DTAT/STAT determines the threat to be resolved. All monitoring notes and revisions shall be recorded in writing. Written accounting of the incident, appropriate intervention plans, and relevant supporting documentation will be reviewed, coordinated and consolidated by the appropriate Assistant Superintendent for record retention.

## Records and Communications

### Access to Records

The DTAT will have access to all written records and communications available regarding an individual threat or other indicator of a risk of targeted violence. The STAT(s) will have access to all written records and communications available regarding an individual threat or other indicator of a risk of targeted violence concerning their school or school community. This includes information gathered from those reporting threats, including reports provided anonymously through hotlines or other systems; all communications, including emails, voicemails, and other forms of correspondence, related to the individual threat or other indicator of a risk of targeted violence; and all records of interviews of individuals impacted by or who have knowledge of the threat, including the reporter of the threat, the threat recipients/targets, and when determined appropriate by the DTAT/STAT, reports of interviews/evaluations conducted with the individual who allegedly engaged in the threatening communication and/or behavior.

In cases where a threat is made by a student, the DTAT/STAT members who are school employees will have access to student records. Law enforcement officers may have access to records through their roles as school resource officers or through record-sharing agreements approved by the Board of Education.

### Agendas/Minutes of DTAT/STAT Meetings

The leader of the DTAT/STAT will create an agenda for each monthly meeting and designate a team member to take minutes for each meeting.

Minutes will be taken for each DTAT/STAT Triage meeting convened due to an individual threat or other indicator of a risk of targeted violence.

Minutes will include the following information (as applicable):

- A list of the names of meeting attendees and their respective roles on the DTAT or STAT;
- The topics reviewed and a summary of the discussion and/or presentation provided on each topic;
- A report on each individual threat or other indicator of a risk of targeted violence that the team reviewed, including the name of the person making the threat, the individuals who were the subject of the threat, the assessment of the threat (including interviews, investigations, communications, and other information reviewed by the DTAT/STAT in assessing the threat), and actions taken (including documentation of any safety intervention plans to address the threat);
- Reports on the DTAT/STAT team's monitoring of interventions put in place to address threats; and
- Reports indicating that a threat has been resolved.

### Maintenance of Records

Effective threat assessment is an ongoing process that relies on continuing implementation and monitoring of safety intervention plans of individuals who have engaged in threats. All records created by the DTAT/STAT, including records reviewed by the team to assess threats or other indicators of risk of targeted violence, agendas and minutes of DTAT/STAT meetings, safety intervention plans, and all reports regarding the monitoring of safety intervention plans, will be maintained so that applicable DTAT/STAT members and other designated administrators have access to such information.

### Confidentiality of Records and Communications

All records created, reviewed, maintained, or utilized by the DTAT/STAT, as well as any other records concerning the work of the DTAT/STAT, are considered confidential and exempt from release under the Illinois Freedom of Information Act, 5 ILCS 140/7(kk).

Records which individually identify current and former students are considered confidential in accordance with the Illinois School Records Act and the Family and Educational Rights Privacy Act.

When deemed necessary by the DTAT/STAT and after consultation with the School District Attorney, an emergency disclosure of records may be permitted if such disclosure is necessary to protect the health and safety of the student or other persons. Any such disclosure shall be made in compliance with the Illinois School Student Records Act, 105 ILCS 10/1 *et seq.*, and its implementing regulations, 23 Ill. Admin. Code 375.60.

[https://docs.google.com/forms/d/e/1FAIpQLSeD2iPLY2OHPx4dEov9nb0dfCAy\\_Svx6-fbZvlyyd5-zic4qw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeD2iPLY2OHPx4dEov9nb0dfCAy_Svx6-fbZvlyyd5-zic4qw/viewform)

